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30 November 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Fundamentals of Budgeting

The first offering of this course, 27 November-1 December at Headquarters, was greatly oversubscribed. Maximum enrollment is 25; we received 82 applications. As an additional indication of interest, we received a number of telephone inquiries after the registration deadline had passed. Twelve runnings are now scheduled through November 1973 to handle requirements. (This is the five-day course taught by [REDACTED] in conjunction with OTR.)

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b. Midcareer Course

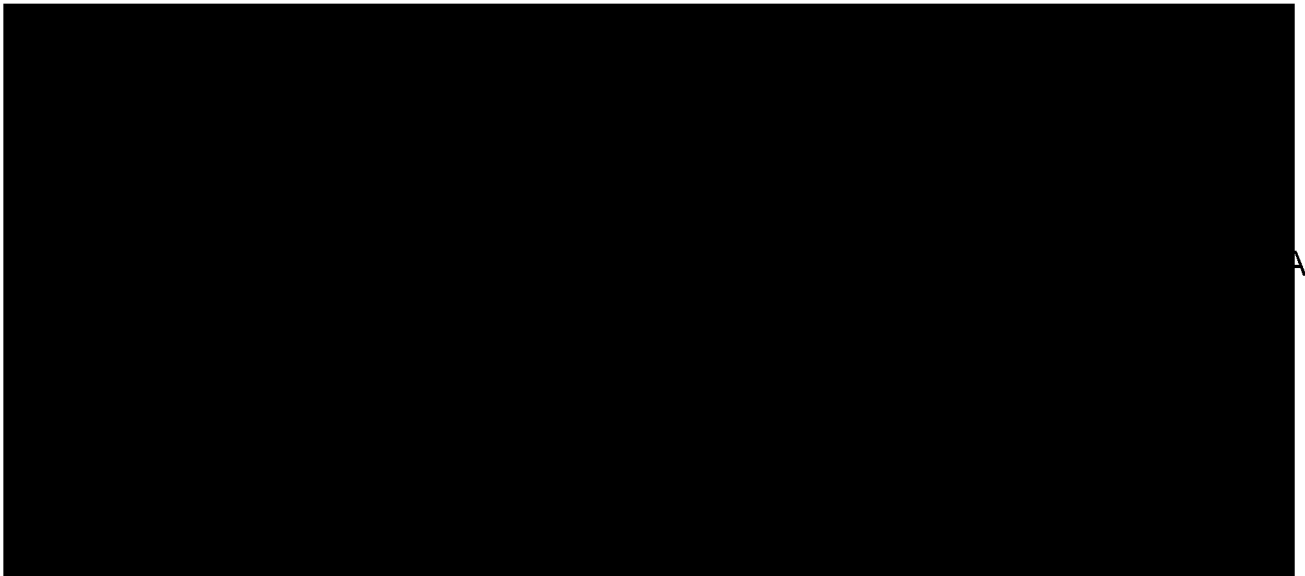
For the first time the course will include a block of instruction on Management Science for Intelligence. This five-day program, especially tailored for Midcareerists, is scheduled for the week of 4 December at our Information Science Center at the Defense Intelligence School.

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2. Notes

Project HELPFUL, the semiannual orientation to DIA, was held at the Defense Intelligence School on 16 November. Thirty-four CIA officers attended. Six were from the Support Directorate, including four from OTR. The speakers were well-prepared and candid in their descriptions and appraisals of DIA programs and activities. The one-day program ended with a question-and-answer session with the Director of DIA, Admiral DePoix, and four of his Deputy Directors....OTR's film production duo departed 26 November for two weeks in the San Francisco area where they are now shooting footage for the film on the history of overhead reconnaissance.... The Training Staff of the Office of Computer Services held its regular semi-annual meeting on 20 November to explain their upcoming programs in the field of ADP training for interested component training officers. Five OTR

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officers also attended. The Staff discussed course content, prerequisites, what type of employees should attend the various courses, course development, and reported on OCS's extensive video-tape and cassette program.

3. Briefings

During the week of 19 November, two briefings on "CIA and the Intelligence Community" were given at Headquarters: one for [REDACTED]

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4. Status of OTR training for the week of 19 November

Regular Courses :

Concluded - 2
Began - 2
Continuing - 6

Language Training: 108 classes in session. (Of special note is that the Before-and-After-Hours Language Training Program is maintaining its high level of enrollment. There are 104 students in 11 classes, the same as one month ago.)

Covert Training : Ten programs, three of which are being conducted overseas.

5. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 26 November.

[REDACTED]
for HUGH T. CUNNINGHAM
Director of Training

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